City of Henderson, Kentucky
P.O. Box 716
Henderson, KY 42419-0716

Telephone 270-831-1200
email: legal@cityofhendersonky.org

PUBLIC RECORDS INSPECTION APPLICATION

(KRS 61.870-61.884)

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1) **Pursuant to the Kentucky Open Records Act, I request to inspect the following public records (be specific and specify format of records):**_____

_____

_____

_____

_____

2) **Is the information requested to be used for commercial purpose?** ☐ YES ☐ NO

Commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, resale, solicitation, rent, or lease of a service or any use by which the user expects a profit either through commission, salary or fee.

Request for copies: ☐ YES, I agree in advance to pay for copies of the above requested records.
☐ NO

Company Name:_____
If applicable

Name: _____

Telephone No._____

Address:_____
(Provide address only if requesting records be mailed)

Applicant's Signature:_____

Date: _____

Time: _____ ☐ A.M. ☐ P.M.

For Official Use Only

Date Received: _____
By: _____

Form 02-01-01
January 2016

OPEN RECORDS POLICY
City of Henderson

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the City of Henderson:

A. All requests for inspection of public records of the City of Henderson may be submitted to the City Clerk's office, 222 First Street, P. O. Box 716, Henderson, KY 42419-0716, legal@cityofhendersonky.org; or to the following persons, who are the custodian of records of their department:

Finance Department
Director
222 First Street
P. O. Box 716
Henderson, KY 42419-0716

Human Resources Dept.
Director
222 First Street
P. O. Box 673
Henderson, KY 42419-0673

City Attorney
222 First Street
P. O. Box 716
Henderson, KY 42419-0716

Police Department
Major David Piller
1990 Barret Court
Henderson, KY 42420

Requests may be sent by mail, submitted in person, or electronically. The request must be in writing and include the following information:

1. Name, mailing address and telephone number of the individual requesting to inspect the records.
2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used.

B. The Office of the City Clerk is the official custodian of all records of the City of Henderson, Office hours normally are from 8:00 a.m. until 5:00 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by the City Clerk for the efficient operation of the City Clerk's Office.

1. Upon receipt of a written request, the City Clerk's Office, or designee, will respond within three (3) working days. If the records requested are open for public disclosure the City will either set a time when a requestor may inspect the requested records or provide copies of the requested records. If the set time is not convenient for the requestor, the City Clerk's Office, or designee, will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three (3) working days. If the requested record is exempted from public disclosure the City will notify the requestor and provide the exception to the Open Records Act under which the request falls.
2. For public records requested in standard format for noncommercial purposes, the City Clerk may, at her discretion, charge ten ($.10) cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, the City Clerk may charge postage fees. The City will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
3. For public records requested for commercial purposes, the City may require the requestor to enter into a contract which will include the fees charged by the City. The City will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.

C. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the attorney General or Courts. The City of Henderson will not make those exempted records available for public inspection.